



**HEALTH INFORMATION TECHNOLOGY EXCHANGE OF CONNECTICUT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Tuesday, October 1, 2013  
4:30 pm – 5:15 pm  
Bureau of Enterprise Systems and Technology  
East Hartford, CT**

**COMMITTEE MEMBERS PRESENT:** Mark Raymond (Chair/Treasurer), Daniel Carmody (Secretary) (phone), Ellen Andrews (phone), Demian Fontanella (representing Victoria Veltri), Commissioner Roderick Bremby, Kevin Carr (phone), Angela Mattie (phone), Steven Thornquist, Barbara Parks Wolf

**COMMITTEE MEMBERS ABSENT:** Elizabeth Keyes (for Commissioner Mullen, DPH), Ronald Buckman, John Gadea, Mark Masselli (phone), Bettye Jo Pakulis (representing Lieutenant Governor Nancy Wyman),

**HITE-CT & HIT Coordinator:** John DeStefano (Chief Technology Officer), Christine Kraus (Administrative Project Officer), Minakshi Tikoo (HIT Coordinator), Bruce Chudwick (Shipman & Goodwin), Kevin McEleney (Updike, Kelly & Spellacy)

**STATE AGENCY REPRESENTATIVES:** Karen Buffkin (OPM) (phone), Vanessa Kapral (DPH), Joan Soulsby (OPM)

**PUBLIC REPRESENTATIVES:** Ed Tierney

**CALL TO ORDER**

M. Raymond called the meeting to order at 4:35 PM.

**HITE-CT BOARD OF DIRECTORS MEETING MINUTES – September 3, 2013 Meeting Minutes**

**MOTION:** A motion was made and seconded by R. Bremby and D. Carmody, respectively, to approve the minutes. All in favor. **Motion passed.**

**HITE-CT BOARD BUSINESS**

**Treasurer's Report**

C. Kraus provided the current financial status of HITE-CT.

For current status as of 9/30/13: total assets = \$262,034.51. HITE-CT's current liabilities are \$2,609,652.22 leaving a net income of -\$129,804.91. C. Kraus presented the cash flow document. Total expenses for September 2013 are \$49,847.03 which includes accounting costs for the audits.

**MOTION:** A motion was made and seconded by D. Carmody and M. Raymond, respectively, to approve the Treasurer's report. All in favor. **Motion passed.**

## EXECUTIVE SESSION

Pursuant to Conn. Gen. Stat. Section 1-200(6)(B) strategy and negotiations with respect to a pending claim with the Axway contract.

**MOTION:** At 4:40 p.m. a motion was made and seconded by A. Mattie and M. Raymond, respectively, to move into Executive Session to discuss attorney-client privileged communications relating to the strategy and negotiations with respect to a pending claim with the Axway contract. K. McEleney, B. Chudwick, K. Buffkin, J. DeStefano, C. Kraus, M. Tikoo, V. Kapral, and J. Soulsby were invited to attend.

Executive Session ended at 4:51 p.m.

## HITE-CT AGENCY BUSINESS

### CTO REPORT

J. DeStefano reported that on 9/26/13, the Department of Public Health (DPH) sent him a letter rescinding their request for the return of Year 1 unspent funds in the amount of \$179,435.98. The letter stipulates that the unspent funds are not to be expended without DPH approval. DPH also acknowledged receipt of completed expenditure reports for Year 1 and Year 2.

J. DeStefano notified the Board that in all likelihood he would be resigning from HITE-CT sometime in early to mid-November. He will be finalizing his decision in the 10 days. J. DeStefano asked that a contingency plan to put in place to allow someone else to take on his CTO responsibilities, as needed.

M. Raymond thanked J. DeStefano for his contribution and noted that he would be missed. M. Raymond asked the Board for suggestions about filling J. DeStefano's role, should he decide to resign from HITE-CT. He offered two options: 1) the loan of an executive leader to HITE-CT until the organization is sustainable; 2) approval of bringing on a temporary CTO.

D. Carmody voiced his appreciation for J. DeStefano's services and wished him well in his future endeavors. He emphasized that the Board needs to determine next steps: where to take HITE-CT; how to settle the affairs with ongoing relationships; and whether or not to pursue bringing on someone to fill the CTO role.

R. Bremby suggested that perhaps an entity could pick up some of the functionality at a marginal cost and noted that the loaned executive option is of interest.

### OTHER BUSINESS

M. Raymond suggested creating a Sustainability Workgroup to discuss the overall goals of improving health information exchange in the state and to recommend how to fill the CTO role on an interim basis should J. DeStefano resign. D. Carmody suggested referring the discussion to the HITE-CT Executive Committee members and R. Bremby.

**MOTION:** A motion was made and seconded by S. Thornquist and A. Mattie, respectively, to establish a Sustainability Working Group to include M. Raymond, D. Carmody, K. Carr, M. Masselli, and R. Bremby to discuss sustainability and to report back at the next Board meeting. All in favor. **Motion passed.**

M. Raymond tabled discussion of a CTO replacement until after the Sustainability Working Group met.

#### **OTHER BUSINESS**

C. Kraus mentioned that she would be emailing the 3Q13 In-Kind statements, which are due to DPH by October 31<sup>st</sup>. She asked Board members to review, sign, and return their statements as soon as possible. She also confirmed that the D&O Insurance Policy is retroactive to July 19, 2013. With regard to the HITE-CT Financial Reports, the Year 1 reports have been approved by DPH and the Year 2 reports are pending approval. The Mahoney Sabol & Company auditors will conduct transactional testing at the HITE-CT office on 10/3/13 and 10/4/13.

#### **PUBLIC COMMENT**

None

#### **ADJOURNMENT**

**MOTION:** A motion was made and seconded by D. Carmody and A. Mattie, respectively, to adjourn. All in favor. **Motion passed.** The meeting adjourned at 5:15 p.m.

#### ***SCHEDULE OF MEETINGS***

*November 5, 2013*